



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, RADIOLOGICAL HEALTH SECTION	39	A	10.522

The Supervisor Radiological Health Section works under administrative direction of the Bureau Chief to plan, organize and direct the activities of the Radiological Health Section in order to protect the public health and safety from excessive exposure to ionizing radiation; administer radioactive material licensing/inspection/enforcement; administer x-ray machine registration/inspection/ enforcement; administer the United States Environmental Protection Agency grant for statewide radon hazard activities including the EPA Radon grant for radon hazard awareness in the State of Nevada; administer the United States Department of Energy agreement-in-principle for radiological activity oversight at the Department of Energy's Nevada Test Site (NTS); administer the FDA Mammography Quality Standards Act contract for certification inspections of mammography facilities; manage the public information program including dissemination of radiation hazard information to the general public.

Plan and evaluate the effectiveness of the Radiological Health Program by determining the extent of compliance by users of sources of radiation with NRS and NAC 457, and NRS and NAC 459; monitor program activities and accomplishments to assure that the program continues to be compatible with the regulatory program requirements of the United States Nuclear Regulatory Commission and other federal agencies; determine the need for additional legislation and State Board of Health regulations; estimate future work loads and determine staffing needs based on increases in the number of sources of radiation licensed, registered or certified; determine changes needed in conducting the program to increase efficiency of operations; determine whether additional office space or equipment is required or will be required for program operations.

Develop and manage the section budget by determining the amount of funds required to operate section programs and determine biennial budget requirements; evaluate section expenditures on a bi-weekly basis to ensure that they remain within the budgeted fund categories.

Direct professional and technical program managers; provide general direction to staff regarding job assignments and work performance standards; conduct formal staff meetings; issue policy memos to provide guidance on certain procedures; conduct conferences with individual staff members in person or by telephone to furnish direction on specific problems; select or direct hiring activities for new personnel for the section; evaluate the work performance of each staff member; direct the review of all inspection reports and draft licenses concerned with radioactive materials to determine whether these documents have been properly prepared by the staff; accompany staff on field inspections to spot check the quality of the performance of inspections; issue licenses authorizing the use of radioactive materials.

Administer the Radiological Health Programs; designated by the Governor to receive controlled information concerning transportation of certain radioactive material into and/or through Nevada; keep administrators of the division and department informed of events occurring which are related to radiological health; advise the administrators of the bureau, division and department of any actions that have been taken by the section which may be of interest to the news media or which involves severe enforcement actions; confer with the bureau chief as needed for information on policies of the division and for incorporation of section activities with those policies; develop and draft legislation and regulations as required for operation of the sections programs; appear before the State Board of Health to request adoption of proposed regulations or on other matters related to radiological health; represent the Nevada Health Division and State of Nevada at various local, state, regional and national committees, conferences and organization meetings.

Develop and implement the state plan for statewide response to radiation incidents; maintain a continuous capability for section response, on a 24 hour basis, to emergency situations involving sources of radiation.

Conduct enforcement actions, as required against persons who have violated state and/or federal laws and levy administrative penalties if appropriate.

Read and evaluate technical reports from professional journals or from industry or government and the laws and regulations of federal, state or local government agencies, which are concerned with the affects of radiation or with the control of sources of radiation; correspond and meet with licensees, registrants, the public, representatives of city, county, state and federal agencies as necessary to promote, explain or integrate the program activities of the section; appear before legislative committees, as requested, to provide testimony on proposed legislation concerned with the control of radiation.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiation physics, radiochemistry, health physics, the physical sciences or other closely related field and four years senior staff experience in a comprehensive radiological regulatory program that included responsibility for implementing programs designed to protect the public from excessive exposure to ionizing radiation; **OR** two years experience as a Radiation Control Specialist II in Nevada state service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: the proper techniques to evaluate applications for a license to use radioactive material to ensure that the applicant is qualified and equipped to use the radioactive material safely; proper inspection techniques for determining that the licensee is conducting his use of radioactive materials in conformance with conditions of the license and state law; the technical terminology, mathematical calculations and the technical reports written to document licensing and inspection actions; fiscal matters such as operation costs, materials and equipment, required travel, salary structures, fringe benefits and person hours to accomplish tasks sufficient to develop an adequate and justifiable budget for the section's program. **Ability to:** develop, plan and implement section programs which successfully accomplish the goal of protecting the public health and safety from excessive exposure of ionizing radiation; speak to citizens, organizations, local and state agencies, industrial management, licensees and registrants on the section's programs to ensure understanding of the need to control sources of radiation; recognize potential radiation exposure hazards from radiation accident reports and/or inspection reports of licensees' operating with sources of radiation and to take corrective action as required to prevent injury to citizens; accurately use and train staff on the proper usage of radiation detection equipment including portable types for field use and stationary types for laboratory radiochemical analyses; *and all other knowledge, skills and abilities required of subordinate professional staff in this section.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: the requirements contained in the state agreement with the United States Nuclear Regulatory Commission concerning regulatory authority over byproduct, source materials and special nuclear materials; provisions of the Rocky Mountain Compact, its by-laws and mode of operation, the acts of Congress relating to policy on low-level radioactive waste disposal and congressional consent for regional compacts to dispose of such waste; the administrative policies and procedures of various state agencies to ensure section conformance; DOE oversight, FDA MQSA mammography contract, EPA radon grant and related requirements. **Ability to:** supervise and train section staff; testify before the legislature concerning the need for proposed legislation regarding radiation, the cost to the State of enacting legislation and the effectiveness of current laws on the subject; appear before the State Board of Health to discuss regulations concerned with the control of radiation and to offer testimony on all matters pertaining to radiological health protection, transportation of radioactive materials, and disposal of radioactive waste; draft legislation and regulations in proper format and work with the Legislative Counsel Bureau on revising the regulations for control of radiation; advertise hearings on regulations in proper format, and analyze and summarize comments received from the public on proposed regulations; initiate enforcement action in cases of violations of the regulations for control of radiation including holding hearings

with licensees or registrants for discussion of the violation or the planned enforcement action and proceeding with due legal process on escalated enforcement actions such as injunctions against the violator, impoundment of sources of radiation, suspension or revocation of licenses or registrations, and imposition of administrative penalties when appropriate; make adjustments to radioactive material licenses and ensure that the issuance of a license for a particular use will not be inimical to the public health and safety; determine that the section program for control of radioactive materials is being conducted in compliance with the regulatory program of the Nuclear Regulatory Commission and in accordance with state law; effectively interact with federal agencies and contractors at the administrative and technical levels.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.522

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